

LIBRARY ADVISORY COMMISSION
CITY OF MILPITAS
Monday, September 20, 2004

UNAPPROVED MINUTES

- Minutes:** Meeting of the Library Advisory Commission (LAC)
Date of Meeting: September 20, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd.,
Committee Conference Room
- I. Call to Order** Chairperson Hay called the meeting to order at 7:00 p.m.
- II. Flag Salute** Chairperson Hay led the Commission in the Pledge of Allegiance
- III. Roll Call** Commissioners Present: Aoalin, Davis, Hay, Fan, Montano,
Stephens and Alternate Estandarte
Commissioners Absent: Wang and Chou
City Council Liaison Present: Vice-Mayor Patricia Dixon
City Staff Present: Program Coordinator Aaron Bueno
Recreation Supervisor, Kerrilyn Ely
County Staff Present: Community Library Supervisor, Linda
Arbaugh
County Librarian, Melinda Cervantes
- IV. Alternates** Alternate Estandarte was seated.
- V. Agenda** **MOTION** to approve Agenda of September 20.
M/S: Stephens /Davis Ayes: All
- VI. Minutes** **MOTION** to approve with the following changes to minutes of
July 19:
- 1) Section V. and VI. of agenda should reflect Davis made motion with Hay seconding the motion.
 - 2) Section IX. Old Business should include Cindy Maxwell as participating on interview panel for the Library Panel building project and remove Margie Stephens. Remove the wording that over 4,000 technical specifications.
 - 3) Section X. New business – complete sentence at end of page stating that “Commissioners Stephens and Wang volunteered to help.
 - 4) Section XI. Other Business correct spelling of Librarian *Melanie McInerney*. Change Milpitas Library circulation to *2.14 million items*. Add the

County Mobile Court is now available the 2nd & 4th Friday from 9am- noon. Take out the word *not* from the City Council Liaisons report on the JPA budget vote.

MOTION to approve the Minutes of July 19, 2004.

M/S: Davis/ Montano Ayes: All

VII. Citizens Forum: Ed Connor thanked the commission for their support of the AARP Sock Hop dance. Mr. Connor also asked about the possible closing of the library on Mondays.

VIII. Announcements and Correspondence:

Chairperson Hay welcomed Lynne Estandarte as a newly appointed alternate to the commission. Chairperson Hay requested that Alternate Estandarte give the commission some background information on her background and experience as it relates to the Library Commission.

Alternate Estandarte provided the commission a brief history of her background, experience and community involvement.

IX. Old Business:

1.1 Library Building Project Update

Principal Engineer Mark Rogge provided the commission with an update on the Library building project. He reported that Group 4 is working on the traffic and circulation plan. In addition, the firm is working with City staff to review code requirements as it relates to building and fire. It was also reported that the California Environmental Quality Act (CEQA) and Environmental Impact Report (EIR) report is underway to review the cumulative impacts of many new midtown projects on Main Street. The library site will have soil tests to provide information on any possible contamination and foundation requirements. The present city corporation yard adjacent to the new library site will be moved and the old pump station on McCarthy will be cleared by January of 2005 and provide a new site for a city corporation yard.

Principal Engineer Rogge reported that Group 4 should have a concept plan in place by January 2005, followed by seismic design, design development and construction documents by August 2005. The project should go out to bid in August of 2006.

Commissioner Davis asked the length of time until ground breaking. Rogge stated that staff is looking for groundbreaking within 24 months.

Commission Montano asked about dedicated revenues to the Library, reports of possible sewage confirmation and plans for the utilities. Rogge stated that the TOT tax is set aside in a fund that can be used for future operational expenses. Council Liaison Dixon stated that there is a desire on the part of council to keep the TOT taxes in excess of \$ 2 million dollars annually directed toward the library. She indicated that the current revenue sources identified put the project in a VERY good situation.

1.2 Library Naming Subcommittee Update

Principal Engineer Rogge informed the Commission that the recommendations of the naming subcommittee would be agendaized in October for the review, input and additional staff direction by the City Council. The LAC comments would be included in the staff report to council.

X. New Business

1.1 Review Work Plan Job Assignments

The Commission reviewed their work plan items:

Goal 1. Serve as a link between the Community and the library.

A. Library Suggestion Box

1. Follow-up on suggestion to install vending machines for soda/food in the new Library.
 - a. Commissioner Aoalin reported that the San Jose Library System does have vending machines and they are willing to provide the LAC vendor information. The revenue from the machines goes into a “trust fund “ and is used for library projects.

County Librarian Cervantes reported that Saratoga also has vending machines and bistro tables. There have been maintenance issues with machines and that keeping the public from taking food or beverage into the

library areas has been a challenge and should be considered.

Principal Engineer Rogge stated that there would be space and power including in the design. The commission would be cautioned that vending areas could produce trash and noise problems.

Commissioner Montano recommended that machines NOT sell junk food.

Council Liaison Dixon mentioned that in Palo Alto, locations of machines generate use and revenue.

- B. Participate in City-sponsored events with informational displays when appropriate and authorized by the City. Commissioners may staff displays: Ongoing.
- C. Promote better appreciation of different cultures by addressing these particular needs for library services and participate at cultural events:
 - 1. Community Library Supervisor Arbaugh reported that the library on Oct. 27 hosted an Afghan speaker, Khaled Hussein and discussion of his work “ Kite Runner”.
- D. Participate as requested in the development of the new state-of-the-art library and make recommendations to the Library Subcommittee: Ongoing.
- E. Effectively communicate the role of the Library Advisory Commission as a forum for citizen input at locations such as Milpitas High School, Senior Center, and Terrace Gardens.
 - 1. Commissioner Montano stated the LAC would attend an upcoming Senior Advisory Commission meeting. Commissioners Wang, Stephens, Montano and Community Librarian Arbaugh will determine dates of other outreach and assist in these efforts.
- F. Encourage and promote attendance at Library Advisory Commission meetings through press releases in the Milpitas Post and announcements on the community cable channel:

1. Commissioner Davis reported that the Post did run the press release provided by Staff Liaison, Aaron Bueno for the September meeting.
2. Staff Liaison Bueno will contact Channel 15 to provide a public service announcement for next meeting.

Goal 2. Promote library programs, book sales, and services to the community.

1. Staff Liaison Bueno will contact Channel 15 to provide a public service announcement for the book sale on Oct. 1.

Goal 3. Raise awareness of Community concerns about the library.

- A. Provide community input to the library staff: Ongoing.
- B. Review suggestions received from citizen forums and present to Community Librarian: As needed. Commissioner Montano will head this objective.
- C. Address concerns to the Library Subcommittee: As needed.

Goal 4. Advocate legislation and funding that will help meet the needs of our community library.

- A. Learn about legislation and lobby issues at the county, state, and national levels by attending appropriate conferences, like California Association of Library Trustees and Commissioners, and Legislative Day: Ongoing.
- B. Attend appropriate training and seminars with elected officials: Ongoing

1.2 Youth Input for New Library

Chairperson Hay suggested that the LAC attend the citizens forum of the October 14 meeting of the Youth Advisory Commission (YAC) to inform them of the new library project and request that the commission consider putting a Library project presentation on a future YAC agenda for their input, feedback and involvement.

XI. Other Business

1.1 Friends of the Milpitas Library

Commissioner Davis reported that the current balance of the Friends of the Library is \$ 44,762.00 with \$8, 280 expended on programs. The Fall Book sale is scheduled on Oct.1-3.

Elections of Board Members will be held on January 19 at 7:00pm in the Library Committee Room.

1.2 County Librarian Report

County Librarian Melinda Cervantes reported that the State budget was adopted and 2.6 million dollars was restored to the county budget. There is a 1.1 million dollar shortfall anticipated for fiscal year. The county library system is projecting that they will be working with 40 fewer employees. The assessment is ending and will further impact services and staff. The Joint Powers Agency (JPA) has instated a hiring freeze and is currently reviewing the possibility of putting a tax measure on the ballot in June 2005. As of October 11 Milpitas library will be closing on Mondays. Mondays were selected due to lower user numbers recorded by county staff.

Council Liaison Dixon stated that the City Council was seeking solutions to this situation that will provide an alternative for Milpitas.

County Librarian Cervantes also reported that Cupertino would be having a grand opening on October 30. The new county library headquarters has relocated to a new facility at 14600 Winchester Blvd. in San Jose.

1.3 Community Librarian Report

Milpitas Community Librarian Supervisor Linda Arbaugh reported that on August 8 Trinh Do presented "From Saigon to San Diego" with sixty (60) in attendance. On September 28, Eliot Fintushel, a talking mine performed at Family Story Time. Arbaugh reminded the Commission that the Milpitas Library will begin closing Mondays as of Oct. 11 due to the county service and budget reductions.

1.4 City Council Report

Vice Mayor Dixon reported that the JPA is considering a June 2005 special election. The JPA is carefully researching voting patterns, precincts and providing an education campaign.

The Milpitas City Council is strongly opposed to the county reduction of hours on Mondays. Due to these major concerns the council has been working with city and schools staff to provide possible alternative services on Mondays. Milpitas High School may be an alternative site for limited services on Mondays.

1.5 City Staff Report

Program Coordinator Aaron Bueno Rainbow reported that Rainbow Theatre will be performing “You’re a Good Man Charlie Brown” Sept 17– Sept 25, 2004 at the Milpitas Community Center. Registration began last week for Recreation Fall programs. We have received over 400 applications thus far. The Harvest Festival will be held on Oct. 16 at Cardoza Park from 11:00 am – 4:00 pm. The Phantom Art Gallery will be showcasing “Colorful Expression” by Aundrea Ali. The exhibit will open on Monday Sept. 27 at 7:00 pm and will be on display through Nov. 12, 2004.

1.6 Future Agenda Items

XII. Adjournment

There being no further business, Chairperson Hay adjourned the meeting at 8:40pm to the next regularly scheduled meeting on November 15, 2004.